

Change Your Photo on Workday HTML Accessible Version

How to Change Your Photo

From the Home page select {Link} Personal Information

Select {Link} Photo under the Change category

Selecting {Link} Photo will display:

Change My Photo: Jane S Smith (W2005499)[C] {Link} Preview for Jane S Smith (W2005499)[C]

Current: No current photo.

Proposed: Attachment 1 {Link} Remove Attachment 1

To Change or Add the Photo Select the {Button} [Browse].

Select a file on a drive from the Browse file window.

Once an image is selected use the {Button} [Upload].

Note: To be approved the photo must be of the employee and not background pictures or symbolic art.

If you include any comments (not required) in the comment field select the {Button} [Validate]

To complete the process use the {Buttons} [Submit], [Save for Later] [Cancel]

Upon selecting {Button} [Submit] a confirmation page will display:

You Have Submitted Photo Change {Link} Jane S Smith (W2005499)[C] {Link} Related Actions for Jane S Smith (W2005499)

Page was saved successfully

Next Steps

Event: Approval by HR Coordinator {Link} Related Actions for Approval by HR Coordinator

Security Group: HR Coordinator {Link} Related Actions for HR Coordinator

Due Date: 08/06/2015

Do Another: {Link} Change My Photo

Details and Process

For: {Link} Jane S Smith (W2005499)[C] {Link} Related Actions for Jane S Smith (W2005499) [C] Preview for Jane S Smith (W2005499)[C]

Overall Process:

{Link} Photo Change: Jane S Smith (W2005499)[C] {Link} Related Actions for Photo Change: Jane S Smith (W2005499)[C] Preview for Photo Change: Jane S Smith (W2005499)[C]

Overall Status: In Progress

Due Date: 08/06/2015

Details

Current
(blank)

Proposed
Jane_S_Smith.jpg

A table will contain the Process History of the photo columns include: Process, Step, Status, Completed On, and Due Date.



A row in the table will display this information for our example:

Process: Photo Change {Link} Related Actions for Photo Change Preview for Photo Change

Step: Approval by HR Coordinator {Link} Related Actions for Approval by HR Coordinator

Status: Awaiting Action

Completed On: (blank)

Due Date: 08/06/2015

Person: Alicia Tinsel (W2051740) (HR Coordinator) {Link} Related Actions for Alicia Tinsel (W2051740) (HR Coordinator) Preview for Alicia Tinsel (W2051740)

Comment: (blank)

To complete the current action select {Button} [Done]

Return to the Inbox to see the status of your changes and any actions that may be required.

Last Updated 8/19/2015